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MEMORANDUM FOR:

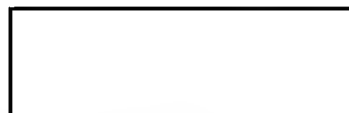


SUBJECT : Seventh Annual Records Management
Conference

Virginia,

I am sure that by now you are aware that our annual Records Management Conference, held in October, was an overwhelming success. Your leadership in the planning for the Conference and your participation at the Conference contributed significantly to this success.

Please accept my sincere appreciation for a job well done.



Chief
Information Systems Analysis Staff

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